



USAID | **EL SALVADOR**
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72051921R10010
ISSUANCE DATE: May 17th, 2021.
CLOSING DATE/TIME: May 28th, 2021 / 24 hrs.

SUBJECT: Solicitation for a Cooperating Country National Personal Services Contractor (CCN/PSC - *Local Compensation Plan*)

TITLE: Acquisition and Assistance Assistant

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Kent
Benson

Digitally signed by
Kent Benson
Date: 2021.05.14
11:48:24 -06'00'

Kent Benson
Contracting Officer

U.S. Agency for International Development
Mission to El Salvador
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I. GENERAL INFORMATION**1. SOLICITATION NO.: 720519R10010**

2. ISSUANCE DATE: May 17th, 2021.

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: May 28th, 2021 / 24 hrs.

4. POINT OF CONTACT: Executive Office

USAID / El Salvador

e-mail: ssvacancies@usaid.gov

5. POSITION TITLE: Acquisition and Assistance Assistant

6. MARKET VALUE: \$18,885.00 - \$30,213.00 equivalent to FSN-8 in accordance with AIDAR Appendix J and the Local Compensation Plan of the U.S. Mission in El Salvador. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: USAID expects the successful offeror to provide continuous services under a series of sequential contracts subject to availability of funds.

8. PLACE OF PERFORMANCE: USAID El Salvador with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: This position is open to **All Interested Offerors. ALL OFFERORS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

1. Current employees serving a probationary period are not eligible to apply.
2. Current employees with unsatisfactory performance are not eligible to apply.
3. Management will consider nepotism/conflict of interest, budget, and residency status in determining a successful offeror.

10. SECURITY LEVEL REQUIRED: Selected offeror must be able to obtain a favorable Security Certification for employment authorization from the U.S. Embassy's Regional Security Office.

11. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract**

The Acquisition and Assistance Assistant (A&A Assistant) is located in the USAID/El Salvador, Regional Office of Acquisition and Assistance (ROAA), and works under the general supervision of the Office Director and/or his/her designee.

The A&A Assistant provides support in contracts closeouts of all actions awarded and is responsible for negotiation and awards of all Simplified Acquisition actions that are program funded. In addition, she provides support to other senior A&A Specialists in the negotiation of medium complex actions (such as no cost extensions and incremental funding mods). S/he also serves as the principal administrative support person for the Office Chief and operates independently to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, so that other Office staff members may be more effective.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

2. Statement of Duties to be Performed.

Acquisition and Assistance Assistant Specific Functions:

60%

1. Responsible for carrying out the pre-solicitation, solicitation, cost analysis, negotiation, award, and contract administration of the simplified acquisition for commercial and non-commercial product services for up to \$500,000.
2. Subsequent to award, provides guidance to activity managers in conducting oversight of proper contract management within the technical specifications and budget of the SAP.
3. Support A&A Specialists in the award of administrative modifications to A&A awards (no cost extensions, incremental funding mods, budget realignments, etc).
4. Under the supervision of the Senior A&A Specialists (FSN12), serve as the negotiator for the procurement of medium complex A&A awards up to \$17,500,000.00. This includes planning, negotiating, evaluating and executing these awards.
5. Responsible for entering all A&A awards and mods assigned to him/her into the Global Acquisition and Assistance System (GLAAS), ASSIST, and any other electronic system. Additionally, negotiates and issues award documents in the official A&A system, develops a complex and detailed memorandum of negotiation, issues the COR/AOR letter, organize official contract/agreement files in accordance with Agency and Mission guidelines and requirements. Assists in conducting post-award orientation meetings.
6. Responsible for A&A close-out processes for USAID/El Salvador. He/She will recommend resolution of audit issues and expeditiously de-obligate excess funding. Maintains close coordination with COR/AOR, RFMO, contractor/recipient personnel, the Office of Overhead branch in M/OAA/Washington, and other key players in order to update information and keeps them informed of any important or urgent issues. Also, ensures all award requirements are met, including property disposition approval.

7. The A&A Assistant supports A&A Specialists in handling administrative actions such as salary approvals, international travel approvals, property dispositions, etc. The incumbent is responsible for name checks process of new awards to local organizations which involves coordination with different US Embassy offices and requires constant follow up in order to be finalized.

8. S/he is responsible for preparing the COR/AOR designation letters for the signature of the CO/AO and distribution when signed. As required, incumbent will maintain and keep track of files inventories for all closeouts in process and closed procurement instruments for the USAID/El Salvador mission.

9. Responsible for locating and assembling information on various procurement reports as requested by M/OAA/Washington, such as the Business Forecast as well as other USAID/El Salvador A&A planning reports.

10. Responsible for Contractor Performance Appraisal Report System (CPARS) processes.

Administrative Support:

40%

1. The A&A Assistant receives and places phone calls, sends and receives e-mail and faxes, and sets up meetings and makes appointments at the request of the supervisor and other Office staff with Mission, GOES, donor, IP, NGO, private-sector, and other contacts; arranges transportation as needed; and, takes minutes when requested. The A&A Assistant schedules appointments based on a good knowledge of the Regional Contracting Officer's commitments and maintains the office calendar, reminding the supervisor and others of meetings and appointments. The A&A Assistant takes messages in the absence of the Regional Contracting Officer and other staff, directing callers to other staff members, or answering questions personally; receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the Regional Contracting Officer(s), and ensures that attendees are briefed or provided proper background material for meetings; and, participates in maintaining conference room schedules, in coordination with the Secretary to the Mission Director/Deputy Mission Director, other Office Secretaries, and with other Mission administrative staff, arranging for conference room space as required by the size of the group. The Secretary meets with other Mission support staff on a regular and recurring basis.

2. The A&A Assistant maintains control of all correspondence for the Regional Office of Acquisition and Assistance, including program/project/activity files provided by Acquisition and Assistance Specialists, establishing and maintaining computerized tracking systems to track Office actions, providing weekly reports to the Regional Contracting Officer, receiving and screening office mail not addressed to a particular individual, drafting responses to routine correspondence and letters in English and Spanish, distributing incoming official mail to Office personnel and attaching pertinent background material, and searching files and records to assemble background information for correspondence and other pending actions. The A&A Assistant reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing outgoing correspondence for accuracy and conformance with Mission formatting procedures and special instructions. The A&A Assistant distributes internal policies and

procedures and, as necessary, maintains a record of when staff received the new policy and/or procedure. Maintains files according to standards set by the Mission C&R Technician in EXO and by USAID/Washington; marks correspondence and other documents for filing, and files accordingly. Reviews all correspondence prepared in the office or elsewhere in advance of the supervisor's signature, corrects errors by drafters and edits correspondence, and assures that responding correspondence fully meets the requirements posed by incoming correspondence to which it pertains. S/he maintains and updates Office Handbooks and other documents, such as the visitors list, telephone listings, personnel rosters, vacation schedules, etc.

3. Maintains files according to standards set by the Mission C&R Technician in EXO and by USAID/Washington; marks correspondence and other documents for filing, and files accordingly. Reviews all correspondence prepared in the office or elsewhere in advance of the supervisor's signature, corrects errors by drafters and edits correspondence, and assures that responding correspondence fully meets the requirements posed by incoming correspondence to which it pertains. S/he maintains and updates Office Handbooks and other documents, such as the visitors list, telephone listings, personnel rosters, vacation schedules, etc.

4. The A&A Assistant uses PC-based word processing, spreadsheet, and charting software in the performance of a variety of assignments, types a variety of correspondence, creates electronic tables, develops charts, and prepares other documents in draft and final form, proofing for format and consistency with standard formatting requirements, prior to submitting for signature. As required, the A&A Assistant locates documents routed for clearance, and obtains and tracks clearances and signatures.

3. Supervisory Relationship and Supervisory Controls

a. Supervision Received:

The A&A Assistant receives supervision from the Regional Contracting Officer and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed and Office priorities. Most work occurs as a result of normal office operations, but special activities may be assigned at any time. The incumbent independently plans and carries out assignments and is responsible for the accuracy of his/her personal work; work is normally reviewed in terms of results achieved and in meeting Office objectives.

b. Supervision Exercised:

Supervision of other USAID staff is not contemplated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- **Education:** Completion of secondary school is required. In addition, three years of university studies in a relevant field, i.e., business administration, finance, law, accounting, marketing, arts, is required.

- **Prior Work Experience:** A minimum of three years of progressively administrative, clerical and procurement experience is required. At least one year of this combined experience should be with a U.S. Government Agency or other international donor or host government organization is required. This experience includes drafting letters, receiving of correspondence, translating documents, file maintenance, procurement, etc. (This may be tested)
- **Language Proficiency:** Level IV (fluent) English and Spanish oral and writing ability is required. (This will be tested)
- **Job Knowledge:** The A&A Assistant should be familiar with, or able to quickly become familiar with, USAID Regional Office of Acquisition and Assistance responsibilities and activities, as well as possess a general knowledge of standard office procedures and practices. Working knowledge of U.S. and local market pricing, customs, practices and negotiations skills. Good knowledge of capability and reliability of U.S. local and suppliers and non-governmental organizations. The incumbent should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting. (This may be tested).
- **Skills and Abilities:** Demonstrated ability to work simultaneously with different offices and able to prioritize actions. Excellent interpersonal and communication skills. Good negotiation skills, analytical and numerical skills to evaluate cost and price. The A&A Assistant must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as required. S/he must be proficient in using the Internet and e-mail. (This may be tested).

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

1. Offerors will be initially screened based on the extent to which the individual meets the minimum qualifications above.
2. A Technical Evaluation Committee (TEC) will review and evaluate the offers that meet the minimum requirements and will create a ranking of the most highly rated and technically qualified offerors based on the following evaluation criteria:

Prior Work Experience (30%)
Job Knowledge (30%)
Skills and Abilities (40%)

3. The TEC will conduct interviews of the most highly rated Offerors before making a selection recommendation to the Contracting Officer (CO). The interview will be one of the determining factors in the final selection.
4. Before a final Offeror is selected for the position, the CO will direct the TEC or the Human Resources Division to perform professional reference checks and they will also be factored into the final selection.
5. At the end of the process, only the Offerors who are invited for an interview will be notified of the TEC final selection.

IV. SUBMITTING AN OFFER

1. Interested Offerors are required to complete and submit the offer form **or the offers will not be considered:**
 - **Application for US Federal Employment (DS-174 English version)**, which is available on our website <https://eforms.state.gov/Forms/ds174.pdf>.
2. Offerors must submit the DS-174 to: ssvacancies@usaid.gov and clearly reference the solicitation number and Position Title on all Offeror submitted documents. Offeror's will receive individual acknowledgement of receipt.
3. Offerors may submit any other documentation (e.g. cv, cover letter, essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the positions as listed above.
4. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4**.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the appropriate forms.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a Cooperating Country National (CCN) PSC is authorized benefits and allowances in accordance with AIDAR Appendix J and the LCP of the U.S. Mission in El Salvador.

VII. TAXES

Locally employed staff is required to follow Mission policy and local labor law as described in the LCP.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/sites/default/files/documents/aidar.pdf>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described by the illustrative table (no information required for offer submission):

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at ward after negotiations with contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.
5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page

for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.